

## **AGA MONTGOMERY'S CANCELLATION/REFUND POLICY**

All cancellations and requests for refund for any AGA Montgomery seminar or audio conference must be made in writing as indicated below. Requests must be sent to the Education Committee. Requests may be e-mailed or mailed if postmarked 30 days before the event.

### **Full Refunds – More than 30 Days Notice**

To receive a full refund, AGA Montgomery must receive a written request no later than 30 days prior to the first day of the seminar.

Requests for refund received by AGA Montgomery for audio conference cancellation will be eligible only if the request is received within two weeks of the start date.

### **50% Refunds – Less than 30 Days Notice**

Requests for refund received by AGA Montgomery within 30 days of the start of the seminar will be subject to a 50% refund.

### **No Refunds – Within 2 Weeks**

Requests for refund received by AGA Montgomery within two weeks of the start of the seminar will not be eligible for a refund.

### **Refunds in Cases of Emergency**

Requests for refunds due to emergency situations will be considered on a case by case basis.

AGA Montgomery will refund fees as soon as possible and no later than four (4) weeks after the event has concluded.

### **Substitute Policy**

Registrants may send a substitute to in their place in lieu of requesting a refund for any event.

### **Returned Check Policy**

If any checks are returned because of insufficient funds, AGA Montgomery will charge a \$30 fee. Registrants will also be required to pay the amount AGA is charged by the financial institution that returned the check. AGA Montgomery reserves the right to refuse to honor future checks submitted by violators.

To Request a Refund, contact the Education Committee at:

Association of Government Accountants Montgomery  
c/o Education Committee  
P.O. Box 1001  
Montgomery, AL 36103-1001  
E-mail: [education@montgomeryaga.org](mailto:education@montgomeryaga.org)  
[www.montgomeryaga.org](http://www.montgomeryaga.org)  
Phone: 334.353.5519